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"Making a positive difference in the lives of young children"

Commission Meeting

June 22, 2004 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Pine Room - Red Bluff, CA 96080

MINUTES

ATTENDANCE: Paula Brown-Almond, Christine Applegate, William Clybourn, Jeannie Early Jacobs, Mildred Johnstone, Valerie Lucero, Connie Massie, George Russell

ABSENT: Bob Douglas

1. **PUBLIC COMMENT** – Vice Chairperson, Mildred Johnstone opened the meeting at 3:10 p.m. for public comment. There was none heard.
2. **CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

2.1. APPROVAL OF MINUTES

2.2. GENERAL WARRANT REGISTER

2.3. CLAIMS

Correction to the May minutes: Under Public Comment, Walter Dodd mentioned that he would like for the Commission to consider having a booth at the Tehama County District Fair at the last meeting September 23, 24, 25, and 26.

Discussion: Commissioners thought a booth with grantee representation would be a good idea. School Readiness Coordinator, Jennifer Shortt, mentioned that she will be attending with Los Molinos Adult Education in a booth and would welcome First 5 Tehama and the other grantees upon approval. She will forward Fair Booth information to Director Snider.

Commissioner George Russell made the motion to approve the consent agenda as detailed and corrected, Commissioner Bill Clybourn seconded, motion carried 5 to 0. *(Three additional Commissioners arrived shortly after this vote was called bringing the total members in attendance to 8)*

3. REGULAR AGENDA:

3.1. INFORMATIONAL: Director's Report

- Annual Commissioner Workshop and Strategic Plan Update to be held on Friday, August 6, 8:30 a.m.- 2:00 p.m. at Tehama County Head Start (220 Sycamore Street, Suite 200, Red Bluff – above the Family Resource Center).
- The Commission office has been busy updating reporting forms, contracts, and updating procedures for the new fiscal year.
- On June 8, 2004, Director Snider attended the School Readiness Governance Committee meeting along with Cathy Minicucci, our evaluation consultant. Agenda items included

a School Readiness report, evaluation update, introduction of new partners and projects, and announcements. It was decided to research the possibility of utilizing the Health Partnership and their subcommittee format for our early childhood collaboration since we all attend those meetings. Director Snider researched and helped develop the purpose and plan for this new subcommittee which will be voted on at the July Health Partnership meeting. This subcommittee will also serve as an Advisory Committee to the Commission as appropriate.

- On June 8, 2004, Director Snider and Cathy Minicucci met with the two new grantees, Northern California Child Development, Inc., and New Directions to Hope, regarding direct services, evaluation plans, and logic model development. A follow-up meeting is scheduled for both grantees. Director Snider will also meet with new grantees on June 24, 2004 updating scopes of work and budgets prior to contract signing and anticipated start-up dates of July 1, 2004.
- Financial committee meetings were scheduled for FY04/05 with committee members.

3.2. ACTION: Proposed Annual Budget FY 2004-05 (Enclosure)

Recommend approval of Proposed Annual Budget FY 2004-2005 which includes the increase to Audit Services.

- The Financial Committee met and reviewed the draft annual budget prior to the May Commission meeting. Before approval of the FY 2004-05 Budget, the Commission asked Director Snider to contact our auditing firm, Bartlig, Basler, and Ray, to increase their 04/05 Audit cost proposal to include the Management's Discussion and Analysis (MD&A) that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the basic financial statements. The total cost for Audit Services is now increased to \$5,000.
- The Annual Budget for FY 2004-2005 includes Commission-designated cash-match grant funds of \$96,136; continuation of multi-year direct service funding contracts for CCRE; \$80,000. and SECH; \$55,200; the first year of three year funding commitments for local initiative funding categories of: Direct Service, \$309,500; Emerging Issues, \$20,000; and System Integration/Capacity Building, \$45,100. FY 2004/05 budget also includes second year funding of the 4 year funding commitment for First 5 California's School Readiness Initiative: \$100,000. These funding commitments run through fiscal year 2006-2007.

Commissioner George Russell made the motion to approve the Annual Budget for FY2004-2005 as submitted with the requested additions as detailed by Director Snider, Commissioner Jeannie Jacobs seconded, motion carried 8 to 0.

3.3. INFORMATIONAL: Project Updates and Quarterly Reports

- Cathy Minicucci, Evaluation Consultant, presented the 3rd quarter evaluation findings for the following projects:

GRANTEE.....Child Care Referral and Education

Grant TypeDirect Services

COMMISSIONERS: Mildred Johnstone Chairperson • Jeannie Early Jacobs, Vice Chairperson • Christine Applegate
Paula Brown-Almond • William Clybourn • Bob Douglas • Valerie Lucero • Connie Massie • George Russell

Funding CycleOctober 1, 2002 – September 30, 2005
Project CoordinatorMichelle Kinner
Grant Award.....\$240,000.00

Project Description: Provides outreach, support and training activities for license-exempt child care providers and potential Spanish-speaking providers through home visits, workshops, technical assistance, media, and community presentations. Project staff works to increase parents, providers, and community knowledge of the benefits of quality child care, childhood development, and healthy and safe home environments with an emphasis on school readiness.

GRANTEE:.....**St. Elizabeth Community Hospital**
Grant Type:.....Direct Services Grant
Funding Cycle:February 1, 2002 through January 31, 2005
Project Director:Sue Mitchell
Fiscal Intermediary:.....Mercy Foundation North
Grant Amount Award:...\$249,886.00

Project Description: Prenatal and Postpartum Education program serving women from prenatal period through six weeks postpartum including rural teen parents. “Kits for New Parents” will be utilized to develop curriculum and as a working tool throughout the series.

GRANTEE.....**Gerber Union Elementary School District**
Project NameGerber Family Center
Grant TypeDirect Services Grant
Funding CycleJuly 1, 2003 through June 30, 2007
Project CoordinatorJennifer Shortt
Grant Commitment.....\$416,000.00
Annual Award.....\$104,000.00

Project Description: Improving the ability of families, schools, and communities to prepare children to enter school ready in the Gerber Union Elementary School District.

Commissioners Jeannie Jacobs and Paula Brown-Almond recommended that Jennifer visit other like sites for ideas to expand her services and glean some of their experience and knowledge.

Commission staff observations: Governance Committee established; MOU’s being updated; Kindergarten Round-up and Registration held; pre-k families are contacted regarding the Gerber Family Center; staff home visits are being made; case management services have begun; and Even Start contracted home visits are being made.

Concerns: Program requires at least a part time case manager/family liaison. Staff is currently working on options which include a fee for service model.

Challenges: Preparing to work with a new Principal/Superintendent as the current Principal/Superintendent's last day is June 30, 2004.

GRANTEE:.....Los Molinos Unified School District

Project Name:First Steps Center

Grant Type:Direct Services Grant

Funding Cycle:July 1, 2003 through June 30, 2007

(Project will run through November 30, 2007 due to late start-up)

Project Coordinator:Jennifer Shortt

Grant Commitment:\$416,000.00

Annual Award:.....\$104,000.00

Project Description: Improving the ability of families, schools, and communities to prepare children to enter school ready in the Los Molinos Unified School District.

Project Status: School Readiness Coordinator, Jennifer Shortt, gave an update to the Commission. (See Gerber School Readiness Project Status)

Commission staff observations: Governance Committee established; MOU's being updated; Kindergarten Round-up and Preschool Registration held; on-site case management services; program outreach through Home Help to Hispanic mothers; and pre-k families are contacted regarding the First Steps Center.

Concerns: On-going problems with fiscal reporting, expenditures, and deliverables agreed upon via the approved proposal budget and budget justification. Fiscal training, guidance, and assistance have been given. A meeting is scheduled for June 24, 2004 with all parties to review the past 6 months and set expectation for FY04/05.

Challenges: Family Liaison was hired, resigned, and a new one was just hired and will begin in June 2004.

Project Status': School Readiness Coordinator, Jennifer Shortt, reported on both school readiness sites about the last 6 months to the Commission – with Kindercamp programs at each site, one five-week, one four-week. A new Family Liaison has been hired at the Los Molinos site. Jennifer stated that she is finding that a support person at the Gerber site is needed and has discussed with the Gerber Superintendent about a fee for service employee through Home Help for Hispanic Women. Jennifer stated that they plan to start home visits in July with back packs from Lakeshore with assessments for additional needs. Jennifer shared some of the other plans she has in store families and will update the Commission at a future meeting.

Director Snider continues to meet regularly with Jennifer Shortt, School Readiness Coordinator. These meetings are critical to continued forward momentum on both School Readiness projects.

Commissioners asked to have regular project presentations added to Project Report Updates so that more info could be learned about the grantees.

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3.4. INFORMATIONAL: Commissioner Updates

- Commissioner Christine C. Applegate: The many youth collaborative events in the county are making the Welfare Redesign work easier.
 - The Department of Social Services is applying for eight Americorp slots and will let the community service agencies know if and when they are available; each slot will require an \$8,000 match.
- Commissioner Valerie Lucero: It appears that Mental Health may lose the Children's System of Care Grant – it is not the intention of the department to close the MATT 1 area, they will continue to do case staffing at this time.
- Commissioner George Russell: The Tehama County Board of Supervisor's voted to adopt a resolution to put a one-half cent sales tax increase on the November ballot. An advisory measure on the ballot would also give voters the right to say where they think the monies should be spent. It has discussed using the funds for public safety (police and fire) since that is the city's largest expense.

3.5. INSTALLATION OF OFFICERS:

- Chairperson Connie Massie presided over the installation of the new officers:
 - Mildred Johnstone, Chairperson
 - Jeannie Jacobs, Vice-Chairperson.

3.6. CLOSED SESSION – Executive Director Evaluation

- At the conclusion of the Director's evaluation, a new evaluation process was designed: The Personnel Committee will invite the Chairperson to all Committee meetings. Once the draft evaluation is completed, it will be forwarded to the full Commission. The Chairperson will inform the Commission office to place this "closed session" item on the next agenda and will review the draft evaluation with the full commission for input at this time. Following input from the full Commission, the Chairperson will set a meeting date and time with the Director and conduct the evaluation.

3.7. ADJOURN

Next meeting is scheduled for August 31, 2004

*****NO JULY MEETING SCHEDULED*****

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

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